The U.S. Department of Energy National Training Center

Key Features, Requirements, Timelines, and Training for TAP

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Defining TAP

TAP stands for "Training Approval Program." This program validates Safeguards and Security (S&S) training for all DOE/NNSA sites. The process requires contractors who develop or deliver S&S training to perform a self-assessment—assessing their programs against specific TAP criteria—of both the procedures and the products of their training program. After NTC review of this self-assessment and limited documentation, the NTC TAP team conducts a site-evaluation visit to review the actual products, such as lesson plans, analysis reports, training records, and instructor qualifications.

For a flow chart of the complete process, see "Appendix B: TAP Process Flow Chart." For an outline showing who is responsible for what actions and when, see "Appendix C: TAP Approval Process Action Table." For descriptions of the items to be sent to the NTC in the initial submittal, see the TAP Guide.

The Self-Assessment Matrix covers all aspects of the training program. It consists of eight major objectives, supported by a checklist of criteria, with suggested validations. The validations serve as a guide, suggesting specific site documents which would demonstrate that the site has—and follows—good training procedures.

What Drives the Program?

TAP is mandated by the DOE Office of Health, Safety and Security. The program is administered by the NTC as referenced in DOE M 470.4-1, Program Management, Section J, Paragraph f, Training Approval Program. The complete description of the program is included in the NTC TAP Guide on this website.

Key Features of TAP

Contractor TAP Submittal Report
The Contractor TAP Submittal Report is due to the NTC at least 60 days prior to the TAP evaluation visit. The documentation requirements for the TAP Submittal Report have been greatly reduced from the past five years. See the TAP Guide for details.

Site Visits
The NTC TAP team conducts a site-evaluation visit to review the actual training products. In addition, a site may request a site-assistance visit. For more information about this process, see "Appendix B: TAP Process Flow Chart" and "Appendix C: TAP Process Step Table."

Changes to the TAP Self-Assessment Matrix
During the 2006 TAP revision process, certain criteria and suggested validations were reorganized, combined, or deleted. After much deliberation, duplications were removed. There are now fewer criteria and fewer (suggested) validations.

In addition, any *corrective actions must now be completed prior to TAP approval*, and presumably prior to the TAP Evaluation visit.

Timeline to Begin TAP Preparation

Recertification by Continuing Contractor

TAP recertification normally begins 12–13 months in advance of the TAP expiration date. The process starts with a joint conference call involving the federal oversight entity, the contractor responsible for the TAP, and the NTC TAP Manager. Although it is the NTC's responsibility to notify the site office, a delayed notification does not change the TAP expiration date. For that reason, contractors and responsible federal site entities should monitor the TAP expiration dates in the TAP Status list. The federal oversight entity or the contractor may initiate contact with the NTC TAP Manager if notification has not already occurred.

New TAP Certification

The local DOE federal oversight entity may require a new TAP certification in the event of a major change. Examples may include changes in site contractor, mission, contract, conditions, or equipment. Contractors should check with their local DOE/NNSA federal staff to determine if changes require a new certification. The NTC TAP Manager and DOE federal staff are available to assist in determining if circumstances warrant a new TAP certification.

FAQs

Will training on TAP be provided? What kind of training is available? For whom?

Yes. The NTC now has TAP Workshops scheduled for Wednesday and Thursday, July 8-9, 2009. Additional Workshops will be announced, usually when the course schedule for the next fiscal year (FY2009) is announced.

> **Note:** The new TAP Guide and "Self-Evaluation Matrix" are written for audiences who already understand the systematic design process, the components of a good training program, and their sites' own training programs.
>
> If your site needs initial or in-depth training in these areas, your site contractor TAP POC, or Training Manager, or Curriculum Developers and others would benefit from attending the following two courses: Job Analysis (MIT-120) and Curriculum Development Training (MIT-210). These courses provide not only an overview and in-depth training in the "how's" and "why's" of a good training program, but also a brief discussion tying this in with TAP. For best results, this training should be completed before or shortly after the initial TAP conference call. Note: These courses are usually offered twice a year at the NTC.